

POSITION NOTICE

Office of Legislative Counsel
General Assembly of Georgia

Position:	Document Specialist
Location:	316 State Capitol, Atlanta GA
Job Openings:	1
Type:	Full-time with Benefits
Salary:	\$38,000 Minimum Annual, Commensurate with Qualifications
Applications Accepted:	Until Position Filled
Starting Date:	2 Weeks After Hire

Duties and Responsibilities

Under limited supervision, primary duties and responsibilities include inputting, formatting, revising, and otherwise working with drafts of legislation, correspondence, and other documents prepared by Office attorneys. Other duties as assigned, including but not limited to occasionally filling in as receptionist when needed.

Minimum Qualifications

Proficiency in word-processing and use of Microsoft Office applications. Ability to type 45 words per minute. High school diploma with at least three years work experience in an office setting (or associate degree with at least one year work experience in an office setting).

Must be a mature individual capable of working both independently and in a team environment. Ability to work calmly and steadily in a fast-paced atmosphere with attention to detail, with extended hours during legislative sessions (January through approximately mid-April); typically 40 hours/week between legislative sessions (mid-April through December).

Preferred Qualifications

Proficiency with WordPerfect. Experience in working in a law office environment.

Additional Information

Please note that the Office is prohibited from "employing persons related to members of the General Assembly or Executive or Judicial Officials, or persons actively identified with a political faction." Any offer will be conditioned upon satisfactory results from a criminal history check.

Qualified and interested applicants must download and fill in the interactive Application for Employment (General) form from the Office webpage at <http://www.legis.ga.gov/Joint/en-US/LegCounsel.aspx> and sign, scan, and submit the completed application by attachment to an email addressed to LegCounsel@legis.ga.gov

only. Specify "DS application" in the summary line of the email and attach any supporting documents required by the application. Additionally, a cover letter may be contained in the body of, or attached separately to, the email. Incomplete or unsigned applications or applications submitted by other means will not be considered.

Due to the volume of applications received, we are unable to provide information on application status by telephone or email. All complete, signed applications evidencing minimum qualifications will be considered but may be screened for the preferred qualifications of the position, and not all applicants may necessarily receive an interview. Candidates may be scheduled for a word processing proficiency test. Applicants who are not selected will not receive notification.